



Government Finance Officers Association

GROUP
INTERNET-BASED
COURSE

Preparing a Popular Annual Financial Report

October 16, 2019 | 2:00 pm to 4:00 pm (ET)

NEW

LEVEL: Basic

CPE CREDITS: 2 (based on a 50-minute hour)

FIELD OF STUDY: Accounting – Governmental

PREREQUISITE: Basic understanding of governmental generally accepted accounting principles and familiarity with governmental Comprehensive Annual Financial reports (CAFRs).

Who Will Benefit:

Accounting and financial reporting professionals who are familiar with the contents of a CAFR and have prepared, or wish to be able to prepare, a Popular Annual Financial Report (PAFR).

Program Description:

GFOA encourages governments to supplement their CAFR with reader-friendly, “popular” reports designed to assist those who need or desire a less detailed overview of a government’s financial activities. These reports can take the form of consolidated presentations or a variety of other formats.

This two-hour internet training is designed to educate participants on the basic elements of an effective PAFR, while providing numerous examples and helpful hints on the preparation of a quality PAFR. The training will also review the eligibility requirements for GFOA’s Popular Annual Financial Reporting Award Program (PAFR Award).

Seminar Objectives:

Those who successfully complete this seminar should be able to:

- Identify the basic elements of a quality PAFR;
- Review the various options for presenting a government’s condensed financial information to the general public, and determine the most appropriate presentation for your government; and
- Understand the eligibility requirements for the PAFR Award.

Instructor:

Susan Iverson, Finance Director, City of Lake Elmo, Minnesota

To learn more or register for this event,
visit gfoa.org.

For further study check out course recommended reading and other GFOA publications on the website.

It’s Easy to Participate

- GFOA’s internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed

- A computer with a web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works

- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your “allowed senders list.”)
- Materials can be viewed on a secure internet site.
- Questions can be asked at any time during the course, and interactive exercises will test your mastery of the material.
- To join the event more quickly, you can set up Event Manager before the event starts. Go to: <https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1>.

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Please print or type (or register online at gfoa.org)

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Please photocopy this form for additional registrants.

A copy of the confirmation will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

CPE Credits: GFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.



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Registration Fees (Please Check One)

- Member: \$85 Non-Member: \$160

Registration Fee \$ _____

Group Discount \$ _____

New member fee: Visit gfoa.org \$ _____
or call GFOA at 312-977-9700 for fee

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Fees must be paid in U.S. dollars by check, credit card, or purchase order.
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GFOA Tax ID Number: 36-2167796

Substitutions (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in this training seminar, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

Inquiries: For information regarding administrative policies such as complaints and refunds, please contact GFOA at training@gfoa.org or at 312-977-9700.



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